

***Join Vilas County as a Corrections Officer
Full Time and Part Time Opportunities***



Vilas County is accepting applications for the establishment of an eligibility list for immediate and future openings.

As a Corrections Officer, you will be responsible for the safety and supervision of inmates such as conducting physical checks, monitor activity and documentation of those activities. Complete booking records and enter information in computer system. Maintain records of inmates.

Schedule: Rotating with every other weekend off. 12-hours shifts, 6 a.m. – 6 p.m. or 6 p.m. – 6 a.m.

Wage & Benefits: Starting salary range is \$17.31 - \$21.64 based on education and experience. Full time positions are eligible for all benefits. A detailed job description is available on our website.

Qualifications: *Experience is desired but not required. We will train and work with you to obtain the Wisconsin Jail Officer Certification.* U.S. citizen; Minimum age - 19; Driver license; Good driving record; Good physical condition; Eligibility for Correctional Officer Certification through Wisconsin Training and Standards; High school diploma; No felony convictions; No domestic abuse convictions; Vision correctable to 20/20; Good verbal and written communication skills; React quickly and effectively to stressful situations; Able to work evenings, weekends, and holidays; Knowledge and skills in operating computer systems; Clear and concise speech; Ability to handle several tasks simultaneously; Ability to perform essential functions of this position; Ability to use all standard law enforcement equipment.

Interested candidates must complete the DJ-LE-330 Application Form located on the Vilas County webpage www.co.vilas.wi.us or www.vilascountysheriff.org. If you have an interest in learning more about the job responsibilities of being a Corrections Officer, please contact Bill Weiss, Jail Administrator at 715-479-0604.

Please return application materials to: Vilas County Human Resources, Attn: Kris Duening; 330 Court Street; Eagle River, WI 54521; email: krduen@co.vilas.wi.us; fax: 715-479-3799. **Deadline: November 17, 2017 by 4:00pm.**

We are an Equal Opportunity Employer